

**JOB DESCRIPTION**  
**MURFREESBORO PARKS AND RECREATION DEPARTMENT**  
**CUSTODIAN**

**1. JOB TITLE: CUSTODIAN**

- 2. DEFINITION:** The Custodian is responsible for maintaining the overall cleanliness of the facility and surrounding grounds and set-up for activities. The custodian is responsible to the Facility Superintendent or assigned supervisor. All employees are responsible to the City Manager. The employee must be able to work on a daily basis without supervision and make reasonable judgments and decisions when necessary. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, random, post-accident, promotion and transfer, return to duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

**3. EQUIPMENT/JOB LOCATION:**

- a. The Custodian uses cleaning equipment including mops, vacuum cleaners, personal lifts, brooms, buffing machines and various other kinds of janitorial equipment. The employee operates hand tools such as hammer, saws, screwdrivers and small power tools.
- b. The employee will work both inside the facility and outdoors on the grounds. Some work will be in inclement weather. The employee is exposed to dirt, dust, grease, loud noises, cleaning chemicals, trash and body fluids.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Sweeps, mops and waxes floors and stairwells on a routine basis.
- b. Vacuums and cleans carpets on a routine basis.
- c. Cleans windows and changes light bulbs as needed.
- d. Dusts and/or polishes furniture, window ledges, banisters, ceilings, radiators, bleachers, light fixtures, etc.
- e. Maintains and cleans restrooms, drinking fountains, and kitchens in a sanitary manner.
- f. Removes litter and waste paper from inside the building and on the grounds surrounding the building.
- g. Sets up and takes down for meetings and other activities.
- h. Carries equipment, tables, chairs and other objects weighing up to 50 pounds and must climb stairs.
- i. Performs minor repairs to the facility and equipment as required and ensures the facility is safe for participants.
- j. Utilizes safety measures and assists in the overall safety at all times inside the building and on the grounds.
- k. Replaces soap and paper products in dispensers.
- l. Requests supplies and equipment as needed.
- m. Must be able to perform job duties as described on essential functions addendum.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must submit to and pass a pre-employment drug/alcohol screen.
- b. Must have legal authorization to work in the United States.
- c. Must be eighteen years of age or older.
- d. Education equivalent to graduation from an accredited high school. Education may be waived by experience.
- e. Knowledge of basic custodial procedures and ability to complete assigned tasks within work time comparable to other custodial personnel.
- f. Ability to perform occasional overtime with some weekend and holiday work required.
- g. Ability to understand and carry out oral and written instructions and posted schedules.
- h. Ability to perform a variety of routine cleaning tasks.
- i. Knowledge of and the ability to use hand tools, such as hammers, screwdrivers, pliers, power tools, etc.
- j. Ability to perform the duties of the job for an entire workday.
- k. Possess some knowledge of and/or the ability to learn about occupational hazards and safety precautions.
- l. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50 pounds and to repeatedly lift, move and carry objects weighing more than 50 pounds with assistance.
- m. Ability to carry equipment up and down stairs and climb ladders up to 20 feet and to change light bulbs and clean windows at heights up to 40 feet.
- n. Must be able to distinguish between cleaning materials.
- o. Ability to report to work as scheduled and notify the appropriate individuals in advance if unable to work.
- p. Ability to carry out duties with a minimum of daily supervision.
- q. Knowledge of and the ability to operate janitorial equipment such as buffers, carpet cleaners, etc.
- r. Ability to perform semi-skilled tasks.
- s. Ability to establish and maintain an effective working relationship with the public and other employees.
- t. Ability to concentrate and accomplish tasks despite interruptions.
- u. Ability to perform a variety of tasks simultaneously or in rapid succession.
- v. Must be able to pass physical abilities test/post offer screen for employment.

Non-Exempt  
Safety Sensitive  
08/15/02

ESSENTIAL FUNCTIONS ADDENDUM  
CITY OF MURFREESBORO  
CUSTODIANS

A custodian will apply for employment at one of the four facilities with the City of Murfreesboro. These facilities include: 1) St. Clair Street Senior Center, 2) Murfreesboro Police Department, 3) General and Administrative Department, or 4) Murfreesboro Parks and Recreation Department. The custodian is responsible for maintaining the overall cleanliness of the facility they are working for and the grounds surrounding the facility. The custodians are also responsible for the set-up of activities at their designated facility.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

| <u>Lift</u>      | <u>Rarely</u> | <u>Occasional</u> | <u>Frequent</u> | <u>Constant</u> |
|------------------|---------------|-------------------|-----------------|-----------------|
| <20#             |               |                   | X               |                 |
| 20-50#           |               | X                 |                 |                 |
| 50-75#           |               | X                 |                 |                 |
| 75-100#          | X             |                   |                 |                 |
| >100#            | X             |                   |                 |                 |
| <u>Push/Pull</u> |               |                   |                 |                 |
| <50#             |               |                   | X               |                 |
| 50-100#          |               | X                 |                 |                 |
| 100-150#         | X             |                   |                 |                 |
| >150#            | X             |                   |                 |                 |

Depending on the job duties assigned for the day the employees may be performing lifting and pulling on a more frequent or less frequent basis. However, job duties may change throughout the week depending on the needs of the individual department for the custodian.

Bending/Squatting/Twisting/Crouching – Is required constantly throughout the day while mopping, dusting, painting, sweeping, vacuuming, polishing, buffing the floors, etc. Also required emptying trash, changing light bulbs and moving furniture.

Pushing/Pulling – Is required constantly moving equipment, and furniture, mopping, painting, sweeping, vacuuming, and buffing floors. Also used when using a 12-foot pole to clean the outside windows.

*Parks and Recreation Department*  
*Full-Time Custodian*

Lifting/Carrying – Is required frequently during the day moving equipment and furniture for cleaning purposes or setting up for a function. Required for storing cleaning supplies, painting, using 12-foot pole to clean outside windows, removing trash and using hand tools.

The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all 4 components.

| <u>Item</u>                                       | <u>Weight</u> |
|---|---------------|
| 55 gallon trash bag (filled with paper products). | 10#           |
|   | 32#           |
|   | 28#           |
| Vacuums   | 23#           |
|   | 15#           |
| Tables  | 60#           |
|   | 50#           |
| Chairs  | 10#           |
|   | 22#           |
| Box of bleach                                     | 12#           |
| Box of Lysol                                      | 30#           |
| Desks   | 150#          |
|   | 220#          |
| Wet vac (on four wheels)                          | 60#           |
| High speed buffer (on four wheels)                | 100#          |
| Filing cabinet                                    | 220#          |
| 5-gallon mopping bucket                           | 32#           |

Employees are able to get help lifting heavy objects, but must be able to lift up to 50# without assistance. Dollies are available to help with moving equipment and furniture.

Standing/Walking – Can be required constantly throughout the day depending on the job duties assigned.

Sitting – Required occasionally. Able to sit during breaks and at lunch.

Reaching – Required constantly painting, sweeping, cleaning windows, dusting, buffing, mopping, changing light bulbs, etc.

Manual dexterity/Gripping – Required constantly while performing cleaning duties. Also required occasionally using small tools including: hammers, screwdrivers, wrenches, pliers, small drills, etc.

Fine Motor Control – Can be performed when using small hand tools and changing light bulbs.

Overhead activity – Required frequently painting, washing outside windows, changing light bulbs, and dusting high placed objects.

*Parks and Recreation Department*  
*Full-Time Custodian*

Climbing – Climbing ladders is required when changing light bulbs, and painting. Also required to ambulate stairs.

Tools handled:

Hammer  
Screwdriver  
Wrenches  
Vacuum  
Buffer  
Wet vac  
Mop  
Broom  
Small drills  
Pliers  
Paint brush

Work Conditions

*Exposed to:*

Hot temperatures  
Cold temperatures  
Sudden changes in temperatures  
Noise  
Slippery surfaces  
Rain  
Snow

*Need physical ability for:*

Squatting  
Bending/Crouching  
Stooping  
Hand gripping  
Fine motor control  
Twisting  
Hand/Eye coordination  
Pushing/Pulling  
Lifting/Carrying  
Reaching  
Overhead activity  
Climbing  
Kneeling